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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA
www.okwd.uscourts.gov**

Position Title:	Term Law Clerk (2-4 years)
Position Type:	Full-time
Vacancy Number:	15-17
Location:	Oklahoma City
Open date:	December 8, 2015
Close Date:	Open until filled; however, applications received by 12-31-15 will receive first consideration.
Salary:	JSP 11/01-JSP 13/10 (\$58,562-\$108,507) Starting salary will be commensurate with qualifications and work experience. Starting salary above step one requires prior federal work experience.

POSITION OVERVIEW: The United States District Court for the Western District of Oklahoma seeks a term law clerk to work with Chief Judge Joe Heaton. For the foreseeable future, the incumbent will be principally assigned to work on capital habeas cases. Incumbent will report to the Chief Judge but will also work with other judges on such cases. Term Law Clerks may serve up to a maximum of four years in the federal judiciary and are eligible for health and life insurance, as well as other federal benefits.

QUALIFICATIONS: To qualify for the position of a law clerk on the personal staff of a federal judge, a person must be a law school graduate and have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper 10% of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools; or
- Experience on the editorial board of a law review of such a school; or
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies or substantial professional experience that, in the opinion of the judge, is the equivalent of one of the above.
- Candidates with prior experience in habeas or similar cases and/or with prior law clerk experience are preferred.

REPRESENTATIVE DUTIES:

- Independently conduct legal research and keep abreast of developments in the law regarding capital habeas cases in the Tenth Circuit Court of Appeals and the Supreme Court.
- Draft memoranda of law, orders, and opinions on multiple-issue complex capital habeas cases.
- Review voluminous state court records and trial transcripts.
- Consult with judges regarding capital habeas issues and cases.

BENEFITS. Employees of the U.S. District Court are not classified under the Civil Service System, but are entitled to many of the same benefits as are other federal government employees. Term law clerks are eligible for group health and life insurance programs, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION: Applicants must be U.S. citizens or eligible to work in the United States. Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense. This announcement may be closed at any time without notice. New employees must pass a background investigation. All employees are subject to mandatory electronic direct deposit of salary payments. Selected candidate will be subject to a one year probationary period. All court employees are at will. The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which may occur without any prior written notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

APPLICATION INSTRUCTIONS. The employment application can be found on the court web page at www.okwd.uscourts.gov. Please send two copies each of a resume and the completed employment application form, a cover letter, and one copy of a writing sample (legal brief, noteworthy publication, legal research memorandum, etc.) to the address below. The position is open until filled, however applications received by December 31st will receive first consideration.

Vacancy 15-17
Carmelita Reeder Shinn, Court Clerk
United States District Court
Western District of Oklahoma
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

An Equal Opportunity Employer